



GUIDE

# Lillian Goldman Law Library in Memory of Sol Goldman

YALE LAW SCHOOL  
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## INTRODUCTION

By S. Blair Kauffman, *Law Librarian and Professor of Law*

Welcome to the Lillian Goldman Library at Yale Law School! This guide is intended to introduce you to the Library's collections, services, policies, and procedures for the 2011-2012 academic year. If you have library or research-related questions not clearly answered here, please never hesitate to ask one of the librarians for additional assistance.

The official name of our Library is the Lillian Goldman Law Library in Memory of Sol Goldman. It is named in honor of a donor whose support was instrumental in funding the Library's renovation and expansion. The last phase of the Library's renovation program, covering the main Reading Room and upper level stacks, was completed in 1999. We hope you enjoy the splendid space.

With approximately 1,000,000 volumes of print materials, many of which are rare or unique, the Goldman Library is exceeded in size by only a few other law libraries in the world. The breadth of our collections is truly exceptional; it is especially rich in texts, treatises and monographs emphasizing law and the social sciences, reflecting Yale's traditionally expansive approach to the study of law. The longstanding international interests of the Law School are supported by a 200,000-volume foreign and international law collection. The basic U.S. materials include most of the reported state and federal court decisions, published statutes and administrative rules, regulations

and decisions, together with related finding aids. Foreign law materials consist of primary and secondary sources for most European jurisdictions and a number of other countries, collected both in English and the vernacular, with an emphasis on English-language materials for secondary sources. The Library's rare book collections have strong holdings of legal history sources, including a superb collection of Blackstone editions. To keep printed law current, the Library maintains thousands of active serial titles and receives nearly every newly published academic press title in law.

The Library works closely with the Information Technology Services department to provide members of the Law School community with easy, integrated access to legal information in all formats.

Full-text sources of digitized legal information, such as Lexis, Westlaw, and Bloomberg Law, are supplemented by a growing number of Internet-based resources, including image-based documents loaded by the Library. Access to all these sources is available through the Law Library's web pages (<http://library.law.yale.edu>) and through MORRIS, the Library's online catalog (<http://morris.law.yale.edu>).

Research at Yale is supported further by the diverse collections of other campus libraries, which hold approximately 12 million volumes of books and serials, spanning nearly all areas of human knowledge. These libraries are fully available to all members of the Yale Law School community, and a delivery system, known as Eli Express, allows our users to borrow and

return books held by other Yale libraries at the Law Library's Circulation Desk.

Services are provided by a talented professional staff of librarians, lawyers, and computer specialists who offer training, support, and advice to Library users in their efforts to find information. In addition to reference services at scheduled hours, the professional librarians offer a wide array of legal research training programs throughout the year, including a series of legal research refresher lectures near the end of the year.

None of us likes playing the role of rule enforcer; however, in an effort to preserve our unique materials and protect our space from an invasion of vermin, food and drink are banned from all parts of the Library. The only exception to this policy is for drinks in enclosed containers, similar to those distributed to new law students. We ask for your cooperation in keeping our Library clean.

Again, please don't hesitate to ask a librarian if you need assistance in using the Library's many resources. We wish you a pleasant and productive year at the Yale Law School.



## FACILITIES

### **The Library in the Law School**

The Law Library offers Law School faculty and students and the larger Yale community a rich collection of legal and supporting research material in a wide range of print and electronic formats. With the completion of an extensive renovation project in 1999, the Library provides comfortable reading space with high-speed network connections in a traditional architectural setting.

There are two entrances to the Law Library. The main entrance on the third floor (at the top of the main staircase) leads into the Class of 1964 Reading Room, an impressive space extending the entire length of the High Street wing of the building and dominated by large Gothic windows with stained glass medallions. The circulation and reference desks are located just inside the entry, and computer workstations provide access to the library catalog, research databases, and the Internet. Reading spaces are equipped with electrical and wired and wireless network connections for laptops. The Reading Room also provides access to two stack levels (L4 and L5) with additional study seating and spectacular views of the Reading Room through windows added during the renovation.

The lower entrance (at the foot of the main staircase) provides access to the lower levels of the Law Library. Just beyond the entrance to this floor (L2) are the student computer lab and classroom, lounge seating and rare books exhibit cases. Also on this level are the Paskus-Danziger Rare Book Room and



the Information Technology department for the Law School. One flight lower (L1) are reading areas and stacks with international legal material. A passageway from L1 leads to a two-level facility below Beinecke Plaza, known as the Upper East Side (UES) and the Lower East Side (LES). Both levels have study space as well as extensive stack space for legal periodicals, U.S. state law, foreign law, social science books, and microforms.

A Library elevator (the one nearer the main stairs) connects all the Library levels except the UES and LES. It does not open into Law School corridors, so it is not accessible from the main floor of the Law building.

A portion of the Library's collection has been moved to the University's Library Shelving Facility (LSF). These materials are all listed in MORRIS (the Library's online catalog), and a request for any item can be initiated directly from the MORRIS screen that lists it.

### **Access Policies**

The Law Library is open to all members of the Yale community, including alumni and alumnae. Everyone entering the Library will be asked to show a valid Yale University identification card or a Law Library pass. Faculty and students from member institutions of SHARES or accredited U.S. law schools will be admitted upon presentation of a current picture ID from their home institution, or other proof of institutional affiliation.

Law Library passes are available to qualified alumni, scholars, and attorneys who wish to use the Library for research. For

information on the documentation required to obtain a pass, see: <http://library.law.yale.edu/about/policies>. Borrowing privileges are extended only to those with valid Yale University identification cards. Holders of Law Library passes are permitted to use materials only within the Library.

As a Federal Depository Library, the Law Library is open to the public for access to federal government documents. Persons without Yale identification who wish to use government documents should request a pass at the Circulation Desk.

### **Computer Resources and Services**

A variety of computing facilities are available in the Law Library. Workstations in the main Reading Room and on most stack levels, available to all Library users, permit searching library catalogs and access to the Internet for research. Workstations in the computer lab and classroom on L2 are limited by individual log-in to law students and offer access to e-mail, word processing, and other software in addition to library catalogs and the Internet. The computer classroom is available for law student use when not scheduled for instruction.

Wireless access to the Internet is available throughout the Library. Electrical and network connections for laptop computers are available throughout the main Reading Room and in carrels in the upper stack levels (L4 and L5). A limited number of Windows and Mac laptops are available for loan to law students at the Circulation Desk on a first-come first-served basis for short-term use (three hours). Two laptops may be borrowed

for up to five days. Laptops must be returned 30 minutes before the Circulation Desk closes.

The Law School has six printers for student use. Students may print to them from their personal laptop if it is connected to the network, or from any computer in the cluster or classroom on L2, or from the computers in the Reading Room on L3. Students and visitors can find out about printing accounts at <http://library.law.yale.edu/about/policies>.

The Information Technology Services department occupies a set of offices on L2. This department establishes e-mail and network accounts for each law student. The staff is also available to assist students with hardware, software, and network questions.

### **Study Carrels**

Second- and third-year J.D. students, LL.M. students, and J.S.D. candidates may reserve study carrels for the academic year. Carrels for J.D. students are assigned in the fall, according to preference as much as possible, through the Library Administrative Office in Room 300. Carrels for LL.M. students and J.S.D. candidates are also assigned through the Library Administrative Office. Two students are generally assigned to one carrel.

First-year J.D. students and other readers have open table seating in the Reading Room and scattered seating throughout the rest of the Library. When an assigned carrel is not occupied, others may use the space as a reading area; however, they

should take care not to disturb the books and materials left in the carrel by the students to whom it has been assigned.

### **Source Cites**

An area on the north end of the Reading Room is set aside for use by student journal editors for checking cites of articles slated for publication. Source-cite space is also available on the Upper and Lower East Side. Tables are available on a first-come first-served basis and must be reserved in advance through the staff at the Circulation Desk. Shelves are available for storing books. It is the responsibility of the journal editors to label the shelves and to arrange for return to the Circulation Desk of material no longer needed. All books needed for source cites must be charged out at the Circulation Desk. Please allow time for this process. Use of other tables, carrels or shelves for storing source cite materials is not permitted.

### **Scanners**

There are seven scanners available for patrons' use, on L5, L3, L2 (a Bookeye scanner), L1, and the Lower East Side. These scanners allow you to e-mail documents to yourself or save them onto a USB flash drive.

### **Photocopiers**

There are four public photocopiers in the Library. One is located at the north end of the main Reading Room. Others are located behind the elevator shaft on L4, near the restroom on the UES and on the LES. All machines contain 8-1/2 x 11 inch paper and 8-1/2 x 14 inch paper. The machines have the ability to reduce and enlarge copies. All machines accept copy cards,

and machines in the Reading Room and on the UES also accept coins and bills.

*Copy Cards:* A copy card dispenser is located on the wall above the copy machine in the Reading Room.

*Cash:* Two machines, one in the Reading Room and one on the UES, accept coins and bills.

Problems should be reported to the attendants at the Circulation Desk.

### **Restrooms**

- UES Single unisex restroom near the staircase leading to the LES.
- L2 Separate men's and women's rooms behind the computer classroom.
- RR Third floor outside the Library: men's on the Grove Street side, women's on the Wall Street side. Requires electronic key access.
- L4 Two unisex restrooms at the north end of the floor.
- L5 Separate men's and women's rooms at the north end of the floor.

*All restrooms are handicapped accessible.*

### **Lost and Found**

Items of clothing, books, papers, notebooks and the like found in the Law Library will be held at the Circulation Desk for one week. After that time, all items will be taken to Building Services. Items of value, such as jewelry, wrist watches,

and electronic devices, will be taken to Building Services immediately.

**Food and Beverages**

Food is not permitted in the Library. Beverages are permitted only in containers with spill-proof lids. Soda cans are not permitted.

**Cell Phones**

The use of cell phones is not permitted in the Library. Patrons are requested to silence cell phones when using the Library.

**Smoking**

Smoking is not permitted anywhere in the Library.



## CIRCULATION SERVICES

### **Circulation and Loan Policies**

Material from the circulating collection can be charged out at the Circulation Desk near the entrance to the Reading Room or at the self-check modules located on the Upper East Side and at the Circulation Desk on L3. The hours of the Circulation Desk during the academic year are the following:

Monday–Thursday	8:30 AM–10 PM
Friday	8:30 AM–6 PM
Saturday	10 AM–5 PM
Sunday	10 AM–8 PM

Books may be borrowed by anyone with a valid Yale University identification card or a Yale University Library Affiliate or Proxy Privileges Card. The basic loan period is one month. Books are subject to recall after two weeks. Failure to return library materials promptly after recall may result in suspension of a user's privileges.

Permanent reserve material and faculty reserve material is shelved at the Circulation Desk in call number order. It may be used for three hours and renewed if no one else has requested the item.

As is the case with most law libraries, a portion of the collection is noncirculating. The noncirculating materials include books published before 1875.



Laptop computers, iPads, bicycles, cameras, cell phone chargers, umbrellas, headphones, and a therapy dog are available at the Circulation Desk for loan to Yale law students only. They are subject to special loan rules. Please ask at the Circulation Desk for details.

### **Renewals**

Library material may be renewed directly by patrons through MORRIS (<http://morris.law.yale.edu/patroninfo/>).

Renewal requests may also be directed to the Circulation department in person or by e-mail ([lawcirc@pantheon.yale.edu](mailto:lawcirc@pantheon.yale.edu)).

- Reserve materials must be renewed in person with the material in hand.

### **Overdue Notification**

Courtesy notices are sent via e-mail four days before Law Library material is due. Overdue notices are sent via e-mail to delinquent borrowers according to the following schedule:

First Notice:	1 week overdue
Second Notice:	2 weeks overdue
Third Notice:	3 weeks overdue

If a book is not returned after 4 weeks, the borrower will be charged both the replacement cost plus a \$25 non-refundable processing fee. If a book is returned after the 5-week period, and within one year of the due date, the cost of the book but not the processing fee may be refunded.

### **Eli Express**

Eli Express is a time-saving delivery service that allows eligible library users to have books paged from participating Yale libraries for delivery to a library chosen by the user. Books requested for delivery to the Law Library should be available within two business days (Monday through Friday) and will be held at the Circulation Desk. Journals and periodicals published after 1980, noncirculating material, course reserve material, and micro texts are not eligible. Requests for rare or fragile material may be denied and restricted to use in the library that owns the material. Participating Yale libraries include Sterling, Bass, Center for Science and Social Science Information, Divinity, Drama, Engineering, Epidemiology and Public Health, Forestry & Environmental Studies, Geology, Medical, Seeley Mudd, Music, and Law.

Requests may be submitted via the University Library website: [www.library.yale.edu](http://www.library.yale.edu).

Please note that although the Law Library has open stacks, we will be happy to page Law Library books for patrons to pick up at the Law Library Circulation Desk.

### **Library Shelving Facility**

A portion of our collection is housed at the University's Library Shelving Facility (LSF). These materials are retrieved once a day Monday through Friday. Please allow 24 hours for the request to be processed.

If the location in MORRIS reads "Lib. Shelving Facility," the item can be paged by clicking on the "request" button on

the upper left side of the screen and following the instructions. Materials requested via MORRIS can be picked up at the Circulation Desk. E-mail notification is sent once the material is ready for pickup.

### **Borrow Direct and Interlibrary Loan**

Borrow Direct is a service to borrow books not available on the Yale campus from other libraries. Most books borrowed through Borrow Direct are available for pickup at the Law Library within four business days.

If the book you want is not available from Borrow Direct, you should use Interlibrary Loan. The Interlibrary Loan staff can try to borrow the needed material from another library. This service is available to faculty, staff, and students of the Yale Law School.

Request forms may be submitted through the Web (<http://ill.library.yale.edu/illiad>). Yale status and address information must be included with each request.

Unless otherwise noted, copies of articles will be delivered electronically to the patron's desktop. Notification that books have arrived will be sent to the requester's e-mail address. Books can be picked up at the Circulation Desk. Faculty material will be delivered to the faculty member's office.

Patrons will be billed for lost or damaged books. Fees are determined by the lending library. In addition there is a \$25 non-refundable processing fee.

For further information contact Alison Burke at (203) 432-1640 or [alison.burke@yale.edu](mailto:alison.burke@yale.edu). Office hours are Monday through Friday from 8:30 AM to 5 PM

### **Scan on Demand**

Scan on Demand is a free electronic document delivery service that enables the Yale Law School community to request and obtain electronically portions of books or journal articles from the library's collections. Requests should be made using our interlibrary loan software, Illiad: <http://ill.library.yale.edu/illiad/>. If you have not used Illiad for ILL before, you will need to complete a quick first-time user registration. Requested documents will be scanned and delivered within two business days.

Please note the following:

- Requests may be made for personal use only and are limited to a single chapter, a single article, or up to 50 pages of other material, subject to copyright limitations.
- Requests are fulfilled within two business days.
- Microfilm, rare books and already checked-out items are not eligible.
- Requests made for multiple chapters from a single book will be rejected.
- We reserve the right to reject any request which might constitute a copyright violation.
- We will meet your requests as quickly as possible, but we offer no rush service.



## REFERENCE SERVICES

### Reference Assistance

Law libraries and legal sources can be challenging to use effectively. To help users through the complexities, a staff of professional reference librarians is available much of the time the library is open. The reference librarians can help you devise research strategies, identify sources, and also help you learn to use the research sources.

Reference assistance is available in person at the Reference Desk, which is on the right as you enter the main Reading Room. Reference librarians who will assist you include Margaret Chisholm, Jason Eiseman, Ryan Harrington, Julie Graves Krishnaswami, Evelyn Ma, John Nann, Camilla Tubbs, and Mike VanderHeijden. Reference assistance is also available by telephone at (203) 432-1606, e-mail at [lawref@connect.yale.edu](mailto:lawref@connect.yale.edu), text messaging (203) 936-9253, IM through <http://library.law.yale.edu/research>, as well as by appointment: <http://library.law.yale.edu/research/appointment-request>. We also have a series of guides to research at: <http://library.law.yale.edu/research-guides>.

Reference assistance is available throughout the academic year during the following hours (but please consult the Law Library website for any changes in hours):

Monday – Wednesday	9 AM–10 PM
Thursday – Friday	9 AM–6 PM
Saturday	1 PM–5 PM
Sunday	12 NOON–8 PM

If you have any questions about using the library, please contact a reference librarian. We want to make your time in the library as productive as possible.

### **Research Instruction**

In keeping with Yale Law School's tradition of providing students with a legal education of outstanding breadth and depth, the librarians of the Lillian Goldman Library offer a series of research courses designed to teach students how to research and analyze complex legal problems. At the heart of this program are two courses: Efficient Techniques in Legal Research and Advanced Legal Research, which teach students how to master effective and efficient research methods including devising strategies to find cases, statutes, regulations, and secondary authorities. Students may also elect one of a number of areas requiring specialized research skills, including international law, legal history, regulatory research, or corporate law. The librarians also offer a series of online tutorials and instructional workshops that are open to the entire law school community and cover a variety of research and technology topics. For more information, visit the Research Instruction links on the research page: <http://library.law.yale.edu/research/research-instruction>.

### **Foreign and International Reference**

The Foreign and International Law Collection comprises more than 200,000 volumes of foreign, comparative, and international law, both English and foreign-language material, and is widely considered one of the most comprehensive collections in the United States. Records for the collection are included in MORRIS, the Law Library's online catalog. The library also

subscribes to numerous foreign and international legal databases. Together, our print and digital collection aspires to provide access to the core legal material of major jurisdictions of the world, with strengths in international law, particularly human rights, and Western European law. Our Chinese and Latin American collections are quickly growing as well.

The offices of the Foreign and International Law Collection staff are adjacent to the Foreign and International Law Reading Room on Library Level L1. Members of the Law Library staff working in the collection are eager to answer questions and assist you with your research. Please do not hesitate to ask for help. The print collection is accessible during all regular library hours, and the department is staffed from 8:30 AM to 5 PM Monday through Friday. For more information and/or research assistance, please stop by the collection offices during business hours, or visit us on the Law Library's website, where you will find research guides, databases, and contact information. You may contact Ryan Harrington, Reference Librarian for Foreign & International Law, with any inquiries: [ryan.harrington@yale.edu](mailto:ryan.harrington@yale.edu). You may also contact Daniel Wade, Curator, Foreign & International Law Collection, with any purchase suggestions or collection comments: [daniel.wade@yale.edu](mailto:daniel.wade@yale.edu).

### **Faculty Services**

The Law Library recognizes the special research and instructional needs of the faculty and provides services to support these activities. The primary contact is Mike VanderHeijden in the Faculty Services Department, at (203) 432-4367 or e-mail at [facservice.law@yale.edu](mailto:facservice.law@yale.edu). Visiting faculty are encouraged to contact the Reference Department at (203) 432-1606 or e-mail at [lawref@connect.yale.edu](mailto:lawref@connect.yale.edu).





The Faculty Services Department will find and deliver material from the Law Library, other campus libraries, and online sources directly to faculty offices. For more information, visit the Faculty Services website at: <http://library.law.yale.edu/research/faculty-services>.

Individualized reference assistance and research support is also available to faculty members through the Library's faculty liaison program, which matches faculty members with a reference librarian. Faculty liaisons are available to meet with faculty to identify existing library resources of interest, assist in collection development in the faculty member's research areas, and provide ongoing reference support. Contact Mike VanderHeijden for more information.

Law Faculty may have current issues of journals routed to them before the issues are sent to the stacks. Because the popular journals are routed to many faculty members, it may be some time before a specific issue of a journal reaches all of the faculty on the routing list. For this reason, we suggest electing electronic indexing services or online routing to keep abreast of current publications. For more information on current awareness options, please contact Mike VanderHeijden. Faculty who nevertheless wish to have journals routed to them should either contact Mike or use the form at: <http://library.law.yale.edu/routing-requests>.

Law faculty may have a special interest in the monthly list of new book acquisitions. This list is available through the Law Library web page: <http://morris.law.yale.edu/screens/acquisitionslist.html>. The Library can also set up a RSS on

new book acquisitions; for more information contact Mike VanderHeijden. To suggest a book or DVD purchase, please contact either Mike or Fred Shapiro at [fred.shapiro@yale.edu](mailto:fred.shapiro@yale.edu).

Each semester, Law faculty can have books, journal articles, and other material placed on reserve for student use. Photocopies of articles for reserve can be copied within a week, but books that must be ordered may take as long as six weeks to be received. Faculty should send reserve requests as far in advance as possible to ensure the materials will be available when needed. Faculty members are responsible for obtaining permissions from copyright holders. Contact the Circulation Department to arrange for course reserves by phone at (203) 432-1608, by e-mail at [lawcirc@pantheon.yale.edu](mailto:lawcirc@pantheon.yale.edu) or through the online form at <http://library.law.yale.edu/course-reserves-request-form>.

## USING THE LAW LIBRARY COLLECTIONS

### **Library Catalogs**

Online catalogs for the Law Library (MORRIS) and the University Library (Orbis) are available on workstations throughout the Library and can be accessed remotely online. MORRIS is available on a number of mobile devices at <http://mobilemorris.law.yale.edu>. MORRIS contains bibliographic records for all material in the Law Library's collection. MORRIS is an extremely flexible catalog, offering standard searches for keyword, author, title, and subject and advanced features such as saving searches for e-mail alerts, receiving RSS feeds, and rating and reviewing material. A faceted version of the catalog called Encore is available at <http://encore.law.yale.edu>. The default search is keyword. Other searches are available through advanced searching. Encore automatically submits searches to featured articles databases and has facets to HathiTrust and legal scholarship repositories.

Orbis is the online catalog for all other Yale libraries. The URL for Orbis is: <http://orbis.library.yale.edu>

### **Finding Materials**

The Law Library collection is arranged by subjects using a system developed by the Library of Congress. One advantage of using the LC classification system is that it enables library patrons to browse the stacks by topic. Material on U.S. law (call numbers beginning with KF) is shelved on L4 and L5, except

for some primary sources that are in the Reading Room and some state-specific materials that are on the Lower East Side.

To find material in the Law Library and in other libraries on campus, it is necessary to use the appropriate online catalogs and indexes.

- Use MORRIS to find books and journals in the Law Library.
- Use ORBIS to find books and journals in other Yale libraries.
- Use the appropriate periodical indexes to find articles in legal and non-legal journals.

The Law Library subscribes to several online legal periodical indexes. Wilson's Index to Legal Periodicals and Books (ILP) provides citations to English-language legal journals from the United States, Canada, the British Isles, Australia, and New Zealand from 1918 to the present. LegalTrac covers most of the same journals from 1980 on, and adds indexing for legal newspapers as well. The Index to Foreign Legal Periodicals (IFLP) covers major law journals published in other countries and languages from 1985. Many additional periodical indexes for other disciplines are available through the University Library's databases and article searching Web page, at [www.library.yale.edu](http://www.library.yale.edu).

*Hint:* You can locate the full text of an article from within an index by clicking on the Yale links icon.

Once you have found an article using a periodical index and want to know where the journal is shelved in the Law Library, search the journal's title in MORRIS. After you find the journal in MORRIS, be sure to note both the call number and

the location, since it is not unusual for the same kind of call number to be shelved in several different locations.

### **Operating the Compact Shelving**

The shelving system used in all the stacks in the lower portions of the library is called compact shelving because a minimum of floor space is used to house a great number of books. The stacks move left and right on a track installed in the floor. The large cranks at the end of each range can be turned either clockwise or counter-clockwise to allow access to the books in a given range. It is not necessary to move only one range at a time. A group of ranges can be moved together, and will glide easily on the track. To move the shelving, follow these instructions:

1. Go to the nearest range that is open. Look to see if anyone is in the open range.
2. If no one is in the range, push the red locking mechanism to the 'in' position.
3. Go back to the range you want to enter.
4. Turn the crank in the direction of the open range that you just unlocked.
5. Crank until the space between ranges is wide enough to allow you to enter.
6. Before entering the range, be certain that the red locking mechanisms on both sides of the aisle you are entering are in the 'out' position. If not, simply pull the locking mechanism out.

Remember, the locking mechanism must be in the 'out' position to keep the shelves from being closed by someone else

while you are inside! Please contact Library circulation staff if you encounter any problems operating the compact shelving.

### **Electronic Sources**

In addition to print and microform sources, the Law Library subscribes to an increasing number of electronic sources. Besides Lexis, Westlaw, and Bloomberg Law, these include legal periodical indexes, legislative history resources, U.S. and foreign law databases, electronic journals, and many other sources. A list of legal databases is available on the Library's website (<http://library.law.yale.edu/research/legal-databases>). Most databases are accessible without a password when on the Yale Campus and remotely by setting up a VPN connection. If you are using a legal database that requires a password, check the library database password page on the Law School intranet.

Each law student has access to Lexis, Westlaw, and Bloomberg Law, the leading legal databases in the United States. Both services offer an incredible amount of legal and non-legal information. Several opportunities for refresher training will be offered throughout the academic year. (First-year students receive training through their small groups.) Students may download, e-mail, or print materials for academic use. High-speed laser printers for Lexis and Westlaw can be found in the printing room on L1, one floor below the computer lab. For questions about Lexis or Westlaw passwords, please contact Evelyn Ma at [evelyn.ma@yale.edu](mailto:evelyn.ma@yale.edu).

### **Yale Law School Legal Scholarship Repository**

In order to preserve and make accessible the intellectual output and institutional history of Yale Law School, the Library has

created and maintains the Yale Law School Legal Scholarship Repository. The Repository now contains over 4,000 papers and has by far the most faculty papers of any law school digital repository. It is located at <http://digitalcommons.law.yale.edu> and comprises one of the largest open-access, freely available collections of legal scholarship anywhere on the World Wide Web. Visitors to the site have come from 168 countries around the globe; the number of downloads exceeds one million.

### **Past Yale Law School Exams**

Past Yale Law School examinations are available for law students to view and print or copy. The last five years are shelved in the Permanent Reserve Collection. Access to electronic copies of exams is available through MORRIS (<http://morris.law.yale.edu/search~s2/a>). Students will be prompted to type in their Yale net ID before being permitted to view or print exams. Written instructions for this service are available at the circulation desk. Questions and problems with viewing or printing past exams should be directed to the circulation staff.

### **Rare Books**

The Library's Rare Book Collection is one of the nation's premier repositories for legal history research. It has outstanding collections of rare books and manuscripts in Anglo-American, Roman, canon, foreign, and international law, with special strengths in Blackstone, trials, and Italian law. The Paskus-Danziger Rare Book Room is located on L2, and is open 9 AM–4 PM Monday–Friday. Appointments are strongly recommended; call (203) 432-4494 or e-mail the Rare Book Librarian, Mike Widener, at [mike.widener@yale.edu](mailto:mike.widener@yale.edu).



### **Government Documents**

The library is a selective depository of federal government publications. Most of these publications are integrated into the collection, but some are kept in a Government Documents area on L2 and the Upper East Side. These law-related government documents are cataloged in MORRIS. Many non-law-related government documents at Yale, including Canadian, United Nations, and European Union documents, can be requested through Orbis (the Yale University Library catalog).

### **Audio-Visual Materials**

The library has a collection of law-related video and audio materials, including many feature films and television series on DVD, available in the Reading Room on L3 to be checked out at the Circulation Desk. Suggestions for additional DVDs may be e-mailed to Fred Shapiro at [fred.shapiro@yale.edu](mailto:fred.shapiro@yale.edu) or submitted at <http://library.law.yale.edu/suggest-movie-or-tv-program>.

## Call Number Guide

CALL NUMBER	LOCATION	DESCRIPTION
A–G	L3	Philosophy, History, etc.
H–J	Upper East Side (left and right)	Social Sciences, etc.
K1–K36	Upper East Side (left)	Legal Periodicals
K37–K9999	Upper East Side (right)	General & Comparative Law
KB–KE	Lower East Side	Religious, British, Canadian Law, etc.
KF1–KF2800	L5	United States Law
KF2801–KF9999	L4	United States Law
KFA–KFX	Lower East Side	U.S. State and Local Law
KG–KW	Lower East Side	Foreign Law
KZ	L1	International Law
L–Z	L1	Arts, Science, etc.

Some materials are not located in the areas indicated above, but rather in special locations, indicated in MORRIS as Reading Room, Reference, Perm Reserve, Fac Reserve, F&I Reference, Library Shelving Facility, etc. Be aware also of items with the location “oversize” in the catalog. These materials are shelved in a separate area grouped by call number, generally following the other materials on the same floor.

If the material is not on the shelf where you expect to find it, please ask for assistance at the Reference Desk or the Circulation Desk.

## Old Law Library Call Numbers

Most materials with old Yale Law Library call numbers are in the Rare Book Room or at the Library Shelving Facility. Some items, with the call numbers listed below, remain in the Law Library stacks.

CALL NUMBER	LOCATION	DESCRIPTION
Briefs	Upper East Side, Top Shelves (left)	U.S. Supreme Court, Connecticut Supreme Court Briefs
CC	Upper East Side Top Shelves (left)	City Charters
CH, CHR	Upper East Side, Top Shelves (left)	Congressional Hearings, Reports
fIGZ	Upper East Side Top Shelves (right)	Foreign Law Pamphlets
France 51–52	Upper East Side, Top Shelves (right)	French Pamphlets and Dissertations
Germany 51–52	Upper East Side, Top Shelves (right)	German Pamphlets and Dissertations
Pam	Upper East Side Top Shelves (right)	Pamphlets
SS Pam	Upper East Side, Top Shelves (right)	Social Science Pamphlets
Switz 52	Upper East Side, Top Shelves (right)	Swiss Dissertations

## **USEFUL INFORMATION**

### **Yale Law School Addresses**

Mailing Address	P.O. Box 208215 New Haven, CT 06520-8215
Street Address	127 Wall Street New Haven, CT 06511

### **Hours for the Academic Year**

Monday–Thursday	8:00 AM–12:00 MIDNIGHT
Friday	8:00 AM–10:00 PM
Saturday	10:00 AM–10:00 PM
Sunday	10:00 AM–12:00 MIDNIGHT

Hours are subject to change during examination periods, holidays, recess days, and summer break. Call the Circulation Desk at (203) 432-1608 or consult Law Library website for further information.

### **Directory**

Library Information	(203) 432-1600
Reference Desk	(203) 432-1606 lawref@connect.yale.edu
Circulation Desk	(203) 432-1608 lawcirc@pantheon.yale.edu
Interlibrary Loan	(203) 432-1640 lawill@pantheon.yale.edu
Foreign & Int'l Collection	(203) 432-1616
Rare Book Collection	(203) 432-4494
Computer Services Helpline	(203) 432-0821

### **Law Library Website**

<http://library.law.yale.edu>

## WHOM TO CALL FOR HELP

*(All area codes are 203)*

Book Purchase Suggestions (Foreign/International)	Dan Wade	432-1615
Book Purchase Suggestions (U.S.)	Fred Shapiro	432-4840
Circulation	Circulation Staff	432-1608
Computer Assistance	ITS–Law Help Desk	432-0821
Faculty Services	Mike VanderHeijden	432-4367
Interlibrary Loan	Alison Burke	432-1640
LEXIS/WESTLAW/ BLOOMBERG	Evelyn Ma	432-7120
Microforms	Reference Staff	436-4627
Privileges	Julian Aiken	432-1608
Rare Books	Mike Widener	432-4494
Reference (Anglo-American)	Reference Staff	432-1606
Reference (Foreign & Int'l)	Foreign & Int'l Staff	432-7371 or 432-1606
Reserve Materials	Julian Aiken	432-1608

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